

University Policy 200.20
SEPARATION OF EMPLOYMENT

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to maintain a workforce of highly qualified, competent, and dedicated workers. The University recognizes that employees may terminate their employment through retirement and resignation. When employees reach eligibility they may elect to retire from the University. Employees may resign their positions for career progression, home and family responsibility, relocation, and for other personal reasons. Should the University experience the need to reduce its operating budget or restructure its workforce, it may be required to eliminate positions and implement a layoff.

Statement of Purpose

This policy establishes guidelines to ensure that Claflin University administers separations due to **RETIREMENT, RESIGNATION** and **LAYOFF** in a consistent, fair, and uniform manner.

Applicability

This policy is applicable to all administrators, faculty, staff, and hourly employees.

PROCEDURE

Employees may separate from the University due to the following reasons:

- Retirement
- Resignation
- Reduction in Workforce

Retirement

Retirement guidelines are based upon the rules and regulations governing the retirement plan. An employee who wishes to retire from the University must contact the Office of Human Resources to meet with a representative to discuss the retirement process. The University should be given a ninety-day (90) notification.

Resignation

An employee who wishes to terminate his or her employment by resigning from the University is expected to submit a written notice to the immediate supervisor at least two weeks in advance of the separation date. Employees in certain key administrative positions should attempt to provide at least four weeks of notification. The supervisor is responsible for immediately forwarding the original letter of resignation to the Office of Human Resources for further action. Resignation letters are reviewed and acknowledged by the University President.

The President assumes responsibility for officially accepting resignations on behalf of Claflin University. A written acceptance letter is sent to the employee with the exit interview/clearance information.

Contract workers are expected to honor the duration of their contract.

Reduction in Work Force

Should it become necessary to reduce the work force because of lack of work or lack of funds, the University will institute a workforce layoff. Employees will be laid off with due consideration for merit and length of service. The University will notify the affected employees as soon as the decision is made to implement a layoff. Employees will be given an advance notice of not less than ten (10) days and preferably as much as thirty (30) days.

The University may provide the following assistance to layoff employees:

- Help with finding another job at the University or with another agency
- Offer to give a reference to prospective employers with written consent
- Recommend that employees verify, in accordance with South Carolina law, their eligibility for unemployment benefits with the Unemployment Compensation Division of the South Carolina Employment Security Commission.

The reduction in work force does not apply to grant funded positions that are funded for a specified time period and are terminated due to the expiration of the grant.

Exit Interview Process

All employees who separate from the University are required to participate in the Exit Interview Process. It is designed to assist employees with their transition from the University and to ascertain data, suggestions, and recommendations to help the University improve the workplace environment. The exit interview is conducted by the Office of Human Resources and provides separating employees with a review of their benefits, other relevant information, and

answers any questions that the employee may have. It also offers employees an opportunity to ask questions related to benefits and other issues. The Office of Human Resources will provide the exit interview and clearance certificate to the employee.

Employee Responsibility

All employees who separate from Claflin University must complete the exit interview process by:

- ✓ Attending an exit interview meeting with the Office of Human Resources designee (separating employees who are not able to attend a personal exit interview, due to medical or other personal reasons, may have the option of a telephone exit interview, or completing the exit interview form and returning or mailing it to the Office of Human Resources)
- ✓ Providing a Clearance Certificate signed by the designated offices to the Office of Human Resources
- ✓ Returning all University property, including but not limited to, office/building keys, cellular telephones, identification cards, computer equipment, credit cards, uniforms, special equipment, etc.

University Responsibility

All separating employees must be informed of their rights and eligibility. It is the responsibility of the University to discuss and provide employees with the following benefits, payroll, and personnel information.

Vacation Leave Payment

Submission of all outstanding leave forms to the Office of Human Resources by the supervisor

- All unauthorized absences will be charged to vacation leave or leave without pay
- Leave without pay will apply if the employee has exhausted all of his/her vacation leave
- Payment of the accrued vacation leave balance (not to exceed the maximum hours approved)
- Payment of overtime (if applicable)

Retirement Program

- Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA/CREF)
- 403b and Supplemental Annuity
- Other Retiree Benefits (if applicable)

Group Insurance

- Health, disability, vision and dental group/accident insurance

Information Systems Access

- Delete and/or terminate access capability from Jenzabar
- Coordinate the termination of **ALL** access and user accounts with the Information Technology Department
- Supervisor should retrieve telephone password/code and terminate voice mail box

Final Pay Check

Employees will receive their final paycheck on the next appropriate pay date or within 30 days of separation. All leave used will be deducted before the final paycheck is generated for the separated employee. Approved sick and/or vacation leave will be deducted and vacation leave will be used for all unauthorized absences. Leave without pay will apply if the employee does not have vacation time and his/her paycheck will be docked.

The pay date will be contingent upon the time period between the effective date of separation and the next pay date. The Payroll Office must be allowed sufficient time to process any leave time used and/or the vacation leave balance. All money owed to the University for Unauthorized Leave, excessive leave, or other debts, including property, will be deducted from the final paycheck in compliance with the Policy on Debt Collection and Recovery.

